

**Tennessee Department of Health
Division of Family Health and Wellness**

Position Name: Family Health and Wellness (FHW) Administration Section Chief

Job Classification: Public Health Administrator 1 (Executive Service)

Education: Masters or Doctorate of Public Health, Science, Business, Management, or Social Work preferred.

Overview: This is an executive position responsible for the management of the Administration Section in the Division of Family Health and Wellness.

Ideal candidate:

- Leadership experience in administration
- Experience with contracts, invoicing, budgets
- Extensive experience with competitive procurements
- Experience in management of administrative programs and activities
- Experience in management of complex administrative duties with broad scope and impact
- Experience in communications with lead staff within Administration, General Counsel, and Procurement
- Experience in developing new policies and procedures for managing administrative programs

Duties Related to Administrative Section:

- Oversee administrative functions with all programs within Family Health and Wellness
- Facilitate complex administrative processes including approximately 300 contracts and multiple competitive procurements executed annually
- Manages the administrative team that develops contracts, processes invoices, as well as general administrative functions
- Works with Division of Administrative Services, Office of General Counsel, Central Procurement Office and Comptroller's Office
- Assist with preparation and review of competitive procurements with FHW program staff
- Provides training and technical assistance to Division staff resolving contract/invoicing issues that may arise both with internal and external partners
- Provides coaching and mentoring to staff on administrative processes and procedures
- Works independently performing complex administrative duties having broad scope and impact
- Develops and evaluates policies and procedures for managing administrative programs, strategies and activities
- Provides guidance to the Division on administrative functions

Personnel Details:

- Direct supervision of up to four staff
- Reports to Deputy Director of Division of Family Health and Wellness

Interested applicants should send CV and letter of interest to Melissa Barbour, MS (Melissa.Barbour@tn.gov). The salary is commensurate with experience.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.